



مدرسة الهلال الثانوية الإنجليزية CRESCENT ENGLISH HIGH SCHOOL

Behavior & Discipline Policy

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| <i>Date of Review</i> | 28/03/2021 | <i>Approved by</i> | Principal | CEHS/BD 2021-2022 |
| <i>Academic year</i> | 2021-22 | <i>Next Review</i> | 25-03-2022 | |

Rationale

This policy covers staff, students, parents, visitors and other users of the premises. The Management Team of the School and the Governing Body are committed to ensuring the Discipline of everybody involved in the school. We ensure that all reasonable steps are taken to ensure the discipline of every one of the school premises as well as when they are riding the school bus and participating in school trips or activities.

Aim

The Code of Student Conduct outlines major categories of behavior and disciplinary actions that may occur as a result of student misconduct. Students are subject to the Code of Student Conduct in the school at all times as well as when they are riding the school bus and participating in school trips or activities.

Objectives

The policy aims at controlling the conduct of students in the school community to ensure the following:

- Providing a disciplinary system defining the rules, criteria, and measures to be adopted in order to create a safe educational environment.
- Disposing a suitable educational and teaching environment for the students and the school staff to realize the objectives of the educational process.
- Enhancing the positive behaviors of the students, by means of encouragement and promotion, and limiting students' behavioral problems using all the possible educational means.
- Establishing clear and educationally sound methods for staff to deal with behavioral problems.
- Orientating the students and their parents with the rules and regulations related to conduct and with the importance of compliance with them to foster self-control.
- Developing Cyber Code of Ethics that incorporates Internet Use, plagiarism, photos and providing rules for computer/lap top/ iPad /smart phones with blended educational technology in structured lessons.

School Disciplinary Committee

The SDC handle all student discipline through their system of distributive leadership across the phases. Teachers/victim will refer a student for disciplinary action when the situation warrants it by completing a Student Complaint Form and submitting to the Supervisor. The Supervisor is responsible for addressing the student's behavior after the teacher referral the concerned SDC member will be involved in more serious cases or repeated student misbehavior. The Supervisor will refer offences of Level THREE or higher directly to the SDC, and SDC will consult with the Principal for disciplinary action.

The Role of the Principal/Governors:

- Lead in the formulation and implementation of the Disciplinary Policy for the School.
- Play a lead role in the articulation ensure that all teachers have written classroom rules and access to the Disciplinary Policy.
- Establish partnership between home, school and community by encouraging active participation in the formulation and implementation of Disciplinary Policy.
- Establish a Misdemeanors Book to record instances of disciplinary actions being administered.
- Monitor order and discipline both within and out of the school.
- Keep learners, teachers and parents with activities and decisions in relation to school discipline.
- Ensure that Peace Education, Conflict Resolution and Social Skills are taught to learners.
- Draft and monitor the implementation of plan of co-curricular activities to keep learners constructively occupied; religious clubs/societies, debating clubs, organized games – indoor and outdoor, etc.
- Control access to and use of the school compound.
- Screen all visitors to the school.
- Administer corporal punishment to learners who warrant such.
- Reviews disciplinary strategies on a regular basis – include parents, learners and teachers.
- Expect support from officers of the Ministry of Education, Department of Education, teachers and parents in the implementation of disciplinary strategies.
- Model desirable/acceptable social and professional behaviors.

The Role of the Teacher:

- Develop, in collaboration with learners, written classroom rules and sanctions.
- Accept responsibility for maintaining discipline and order within and outside of the school.
- Implement class, and school rules and regulations in a firm, consistent and prompt manner.
- Adhere to the guidelines adumbrated in the Disciplinary Policy.
- Include Peace Education, Self-Concept, Conflict Resolution, and Social Skills in the regular instructional programme.
- Respond to learners in a caring and respectful manner.
- Display impartial behavior to all learners – regardless of ethnicity, religion, social or economic standing.

- Use rewards for acceptable behaviors demonstrated by learners and punishment for unacceptable ones.
- Impartially dispense punishment and reward.
- Keep accurate misdemeanor records and always inform the section supervisor for discipline problems.
- Expect support from parents, section supervisor and learners in the implementation of disciplinary strategies.
- Model desirable/acceptable social and professional behaviors.

The Role of the Parent/Guardian:

- Study the Class Rules, School Rules, and Disciplinary Policy with your child/ward.
- Control and correct the behavior of your child/ward.
- Request and participate in training that will assist you in better understanding and education your child/ward.
- Keep the school informed of the needs, peculiarities and health status of your child/ward
- Request information on your child's/ward's performance and behavior at least once each term.
- Encourage your child/ward to adhere to the Class Rules, School Rules,.
- Visit the school to discuss your child's/ward's performance and behavior with his/her teacher. Arrangements must be made in advance, or notify the Class Teacher of your presence and intention.
- Be involved in school activities.
- Encourage your child/ward to participate in school sponsored activities.
- Ensure that the school can make contact with you during the day in case of an emergency – by phone at home or work, by electronic mail, or at your residence.
- Report promptly to the Class Teacher any unacceptable behavior demonstrated by your child/ward or any other learner away from the school premises.
- Treat your child/ward with love and respect.
- Model desirable/acceptable social behaviors.
- Seek assistance of the school or a relevant agency if you experience difficulties in your attempts to discipline you child/ward.

Reinforcing the Desirable Conduct

Situations requiring reinforcement:

- Distinguished excellence in integrity, honesty, and values of cooperation, loyalty and belonging to the country.
- Excellence in studying and achieving good progress after retardation or failure, regularity in doing school homework, handling school facilities and maintaining the same.
- Positive and active involvement in school activities and contests.
- Distinguished excellence in adherence to the society's values, customs and traditions
- High level of performance and motivations for learning, appreciation for education, and high respect for the teacher.
- Having and practice of leadership capabilities and cooperation skills, and shouldering the responsibility.

- Participation in executing projects and programs which have a positive impact on the school and local communities.
- Student's adoption of a positive conduct after rectifying his undesirable behavior.

Desirable conduct reinforcement methods:

The desirable conduct of the students is reinforced on the levels of the class, in line with the age of the student, school environment and student's conduct using varied methods including:

- Commending the student through the school broadcasting service, wall newspapers, periodicals or magazines published by the school.
- Oral praising, commending, lauding and encouraging expressions addressed by any one of the school staff upon showing the desirable conduct.
- Representing the school in student meetings, seminars or conferences, outside trips or official student delegations.
- In-kind prizes and various types of awards.
- Written lauding expressions in the student's report card or his notebooks.
- Thanks and appreciation letters issued or approved by the school administration and delivered to the student or his guardian.
- Displaying student's name and photo as Student of the Month on the honour board
- Publishing the name and the photo of the student and lauding him through the school website/Social media.
- Honoring the student in the school celebrations same as the excellent and distinguished students.

Desirable conduct reinforcement controls:

- Reinforcement should match in type and degree with the under reinforcement conduct.
- Reinforcement opportunities should be fairly available for everybody.
- Reinforcement strategies shouldn't turn to frustrate those who don't receive any.
- Reinforcement should be directed to the response of the student and not to his personality.
- Reinforcement methods should vary between moral and material ones (verbal and non-verbal).
- Avoid exaggeration in using means of reinforcement.
- Reinforcement should immediately follow occurrence of the desirable conduct.

Rectifying the Undesirable Conduct

Situations requiring intervention to rectify the undesirable conduct:

- Taking immoral publications, pictures or tapes into the school and promoting their circulation.
- Using foul and impolite language.
- Committing violation of trust and honor actions.
- Coming late to the morning assembly without acceptable justification.
- Being absent for consecutive days without acceptable justification, running away from school or not- attending some classes.

- Defamation of the religions, the Islamic values, the bases of the general system, customs and conventions of the country, and anything which may cause riot and racial discrimination on the basis of nationality, religion and sect.
- Defamation of Political, Social, Scientific, literary and other symbols.
- Student's non-compliance with school regulations and violating educational and administrative instructions.
- Causing damage to school facilities or public properties at the school either by destruction or writing thereon.
- Destructing or taking over others, belongings or school properties.
- Verbal or physical aggression against schoolmates or school staff or causing harm to them.
- Immoral conduct that is harmful to the society.
- Smoking, possession of, or selling dangerous, prohibited items or all kinds of drugs inside the school campus.

Strategies of rectifying the undesirable conduct

Intervention should take place gradually to handle the undesirable conduct according to the following methods:

Eliminating the conditions that led to the undesirable conduct the following remedial and preventive methods as the following:

- Executing programs and activities which support and strengthen the relationship between home and school.
- Continuous emphasis on the model of good example among the teachers and the students.
- Orientation to the school bylaws and regulations to students and parents.
- Planning and executing programs and activities related to developing and founding the values.
- Taking into account the characteristics of students, growth, their needs and problems, as well as their pertinence to the undesirable conduct.
- Planning and executing individual and group guidance and advisory programs.

The undesirable conduct rectifying controls

When enforcing the measures of the undesirable conduct rectifying, the following should be taken into account:

- Verification of the occurrence of the fault.
- Applying the rules with the aim of guiding and rectifying the conduct, rather than demonstrating anger and revenge.
- Dealing with the student on the basis of respect for his/ her character and feelings, and prioritizing the reinforcement strategies over the rectifying measures.
- Taking into account the circumstances in which the fault occurred and the frequency of its occurrence.
- Fairness and equality in treating all the school students should be taken into account.
- The enforced procedure should be suitable to the student's growth phase; with all ability group

- The enforced procedure should be suitable to the nature of the conduct, with the severity and frequency of the undesirable conduct should be taken into account.
- Firmness in enforcing the measures against the undesirable conduct in accordance with the conduct disciplinary bylaw and its procedures, as well as the cooperation of people in charge of its implementation.
- The necessity of relating the conduct rectifying strategies to positive reinforcement.
- The use of only one method to rectify the conduct weakens its effect.
- Using conduct rectifying methods gradually is one of the successful educational principles.
- Avoiding cruelty, psychological abuse, vilification, insult, sarcasm, or humiliation.
- Focusing on the student's conduct rather than the student's personality.
- Not to enforce measures on all classroom students or a group because of a fault committed by one of the students.
- The procedures should be immediate and suitable to the level and nature of the conduct.
- The SDC should consider the student's problems from the social, educational, psychological and financial perspectives prior to enforcing the measures.

The following practices should be avoided when rectifying the student's undesirable Conduct:

- Prohibiting the student from using the toilet.
- Deducting marks in the courses or threatening to do so.
- Expulsion from school during the school day on an individual decision.
- Physical punishment in all its types, forms and manifestations.
- Depriving the student from taking the meals.
- Assigning extra homework as a punishment.
- Provoking, ridiculing or taunting the student.

| Characteristic | Level 1 Offence | Level 2 Offence | Level 3 Offence | Level 4 Offence | Level 5 Offence |
|----------------|--|--|---|---|---|
| Responsibility | <ul style="list-style-type: none"> Incomplete assignment (class/home work, project, etc.) Failure to bring required materials to class Being found outside class without permission slip | <ul style="list-style-type: none"> Running with open food in hand Chasing peer/s <input type="checkbox"/> | <input type="checkbox"/> Chasing peer/s having open food in hand | <input type="checkbox"/> | <ul style="list-style-type: none"> Inappropriate use of emergency equipment's Possession/use of fire crackers |
| Promptness | <ul style="list-style-type: none"> Unexcused tardiness to assembly/ class Loitering outside the class during lesson Unexcused absence from school | <input type="checkbox"/> Bunking lessons | <input type="checkbox"/> Playing truant from school or work | <input type="checkbox"/> | <input type="checkbox"/> |
| Discipline | <ul style="list-style-type: none"> Not wearing proper and full uniform & Identity Card or untidy/ undesired appearance Entering/Leaving classroom without permission during lesson Walking out of class in between periods Littering on the floor/ school ground Not tidying or cleaning areas around desk Failure to abide by classroom, laboratory, library procedures Talking aloud / shouting across the class during lesson Calling out aloud to teacher Moving around in the class during lesson without permission | <ul style="list-style-type: none"> Chewing gum Throwing object in/across the class Possession/Use of unauthorized electronic devices Running/pushing or shouting in the Corridors Counterfeiting parent's signature in the school correspondence Having haircut / hairstyle unacceptable to school atmosphere Chasing peer/s while having open food in hand/ during break time or any other time <input type="checkbox"/> | <ul style="list-style-type: none"> Absconding from school during the school day Quarreling with/ threatening peer verbally or physically Possession of unauthorized sharp/harmful items Damaging of or tampering with school buses Flagrant violation of the community tradition Presenting, promoting, distributing unlicensed electronic or physical media materials non-compliant with the general system Bringing obscene materials Inappropriate display of affection <input type="checkbox"/> | <ul style="list-style-type: none"> All kinds of threat to the school staff Engaging in actions contradictory to the morals including sexual harassment/bullying Possession/promotion of cigarettes/ smoking Possession/use of any kind of inflammable substances (Matches/lighters/etc) Any other action similar to these offences | <ul style="list-style-type: none"> Leaving school without permission Promoting anything against ethical values, manners and general systems Possession /Use of dangerous items Possession /Use of/Promotion of any kind of drugs / prohibited substances Presence in school under the influence of any kind of drugs Physically assaulting peer or staff Counterfeiting official documents of school |

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| Respect for people and things | <ul style="list-style-type: none"> • Disrespecting peers • Calling names to peers/their parents • Disrupting class lesson/activity • Use of inappropriate/rude language to peer or staff • Intendedly Blaming peers • Not taking turn to speak • Running in the ground during break time • Running to or from school bus or overtaking others • Bringing unwanted things like playing cards, toys, food for party | <ul style="list-style-type: none"> • Disobeying teacher • Writing on school furniture or walls • Writing/ scribbling on books of peers or trying to spoil their books • Verbal/Physical bullying • Intendedly Blaming staff • Speaking back / Retaliating to staff • Snatching/stealing/ spilling other's food • Food firing • Speaking back / Retaliating to teachers/Supervisors or any other employee in the school | <ul style="list-style-type: none"> • Emotional/ Cyber bullying <input type="checkbox"/> Use of obscene language • Damaging or destroying belongings of peer/ staff/ school • Stealing/hiding peers' books • Stealing other people's property/money • Damaging work on club/bulletin board • Speaking back / Retaliating to teachers/Supervisors or any other employee in the school | <input type="checkbox"/> Racist bullying | <ul style="list-style-type: none"> • Defamation of political, religious, or social symbols • Defaming religions or provoking what would cause sectarian or religious conflicts in the school • Committing major actions contradictory to the morals such as sexual assault or having sex • Committing acts of public indecency in the school • Inappropriate representation of school (inside and outside school) or trying to defame the school |
| Honesty | <ul style="list-style-type: none"> • Copying assignment • Telling lies | <ul style="list-style-type: none"> • Copying Projects • Exercising any kind of dishonesty with peers | <ul style="list-style-type: none"> • Cheating in an exam • Exercising any kind of dishonesty with staff | <input type="checkbox"/> | <input type="checkbox"/> |

Consequences that follow Undesirable Conduct

Level - 1 Offence:

Step 1: (First time offence)

- Verbal notice by the teacher or one of the school staff who witnessed the incident, and documenting this notice according to the regulations.

Step 2: (Second time offence)

- Written notice by the principal's assistant warning him not to repeat the violation.

Step 3: (Third time offence)

- Calling the student's guardian and informing him verbally of the student's behavior, and the necessity of avoiding it in the future.

Step 4: (Fourth time offence)

If the student repeats any of the First Level Violation after the third time, the student moves to the **Level -2 Offence** (First time offence)

[At this stage, the student may be deprived of PE periods, debarred from Assembly activities, sports teams and clubs for both intra-school and inter-school activities]

Level - 2 Offence:

Step 1: (First time offence)

1. Calling the student's guardian and notifying him in writing of the undisciplined conduct of the student, and that the student should not repeat the same in future.
2. The student should apologize to the offended persons.
3. Warning the student, in writing, not to repeat the violation, and to be disciplined.

Step 2: In case of repeating the violation

- In addition to the aforementioned measures for the "First Level" violations, the student will be in school suspension for a period not exceeding five days during the school days. This would be reported to the guardian.

Level - 3 Offence:

Step 1: (First time offence)

1. Calling the student's guardian and notifying him in writing of the violation, and warning him that the student should not repeat the undisciplined behavior.
2. Student's apology to the offended person(s).
3. Warning the student, in writing, not to repeat the violation, and to be disciplined

Step 1: (In case of repeating the offence) In addition to the aforementioned measures for the "First Level" violations, the student will be **in school suspension** for a period not exceeding five days **during the school days**. This would be reported to **the guardian**.

Level - 4 Offence:

Step 1: (First time offence)

1. Calling the guardian and informing him of the violation and the measures to be taken against the student.
2. The student should apologize to the offended persons, with a written undertaking that he will never repeat the violation and that he will comply with the conduct disciplinary bylaw.
3. **(In case of repeating the offence)** The student will be **in school suspension** for a period not exceeding five days **during the school days**. This would be reported to **the guardian**.

Level - 5 Offence:

- **Step 1:** (First time offence) Calling the guardian and informing him of the violation and the student should apologize to the offended persons, with a written undertaking.
- **Step 2:** (Second time Offence) The student will be **in school suspension** for a period not exceeding five days **during the school days**. This would be reported to **the guardian**
- **Step 3:** (In case of repeating the offence) Final dismissal from school (while granting him the opportunity to join other school systems such as homeschooling, adult education or private education). The ban or dismissal will be based on the recommendation of the educational zone (MoE, KHDA)

All procedures taken to rectify the student's conduct will be documented and filed in the student's profile by the concerned person.

[NOTE: Student who would like to call parents when out of school, may bring a normal calling phone (not Smart Phone). On arrival, he/she should submit it to the Class Teacher / Supervisor and

Signed  _____ Dr. Saleem Jamaludhin (**Director**)

Date : 28/03/2021

Signed  _____ Mr. Sharafudeen Thanikatt. (**Principal**)

Date : 28/03/2021